

~~CONFIDENTIAL~~
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CIA-RDP70-00211R000200170092-9

Report for Week Ending 24 November 1958
From
RECORDS CENTER

During the week the following accessions were made:

COMPT	26 cu. ft.
MED	7 " "
OCR	211 " "
ORR	10 " "
PERS	1 " "
PIC	37 " "
	<hr/>
Sub-Total:	292 cu. ft.
Finished Intelligence	67 " "
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Total :	359 cu. ft.

Map Negatives	1,308 cu. ft.
Records Holdings	27,410 " "
Distribution Material Holdings	11,391 " "
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Total :	40,109 cu. ft.

Distribution Material Disposed of at Center	20 cu. ft.
Distribution Material Transferred from Center	3 " "
Records Disposed of at Center	3 " "
Records Transferred from Center	0 " "
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Total :	26 cu. ft.

Accessioning and Disposal

There have been 452 job numbers issued this fiscal year as compared to 262 for the same period last fiscal year. ✓

The Center received 10,000 lbs (approximately 300 cu ft) of OCI type records from overseas. These arrived at the Records Center Sunday evening. ✓

There is at present an accumulation of 1,032 cubic feet of records in the disposal area. ✓

Reference

The Center furnished 565 copies of NIS to foreign governments during the

25X1A3b

Visitors

25X1A6a

PIC

25X1A6a

Chief, Records Center

Report for Week Ending 26 November 1958
from

1. Assignments - Active

25X1A9a

- (1) File Cleanup Campaign - Reviewed plans with [REDACTED] 25X1A9a
and together we discussed them with [REDACTED]

25X1A9a [REDACTED] We hope to have a meeting with ARO's before 25X1A9a
12 Dec.

- (2) Courier Receipt and Log Record, Form 240, and the New Agency Chain Envelope.

25X1A9a

[REDACTED] reported several types of misuses of these items. I am preparing a memorandum on these for distribution to registries.

25X1A9a

[REDACTED] and I met with ONE Registry personnel and offered solutions to their objections that: (1) The two additional copies of the receipt are superfluous and an impediment; (2) Form 240's are no longer bound in books; and (3) the prenumbering of Form 240's conflicts with their numbering system on courier and document receipts and in log books.

- (3) Unused and Seldom Used Safes. Collaborated with [REDACTED] 25X1A9a
on a memo to ARO's following up on results and opinions on the survey. [REDACTED] reported the release of two safes (one had been empty for some time) which were transferred to divisions where records volumes had increased.

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